

Subject: Fwd: Important Information about the Civil Rights Data Collection Opening for SY 2017-18
From: Brooke Rios <brios@newlosangeles.org>
Date: 1/28/19, 10:55 AM
To: Xochitl Lira <xlira@newlosangeles.org>

Let me know if you need anything from me on this? I assume this is all CALPADS?

----- Forwarded message -----

From: Civil Rights Data Collection <crdc2@edlistservs.org>;
Date: Mon, Jan 28, 2019 at 10:07 AM
Subject: Important Information about the Civil Rights Data Collection Opening for SY 2017-18
To: <brios@newlosangeles.org>;

Greetings,

We are pleased to announce that beginning on February 4, 2019, the Civil Rights Data Collection (CRDC) submission system for the 2017-18 school year will open to Local Educational Agencies (LEAs). To ensure system performance is maintained, the 2017-18 CRDC will have staggered open and close dates based on region. The open and close dates, and states associated with each region, are listed below. At a minimum, each region has the standard 75 calendar days from their assigned open date to submit data.

Phase 1: East Coast LEAs: Opening February 4, 2019 and closing April 22, 2019

States included in this region: CT, DE, FL, GA, IN, ME, MD, MA, MI, NH, NJ, NY, NC, OH, PA, PR, RI, SC, VT, VA, DC, and WV

Phase 2: Central LEAs: Opening February 6, 2019 and closing April 24, 2019

States included in this region: AL, AR, IL, IA, KS, KY, LA, MN, MS, MO, NE, ND, OK, SD, TN, TX, and WI

Phase 3: West Coast (Including Mountain, Alaska, and Hawaii) LEAs: Opening February 8, 2019 and closing April 26, 2019

States included in this region: AK, AZ, CA, CO, HI, ID, MT, NV, NM, OR, UT, WA, and WY

The submission system will open to a select number of State Educational Agencies (SEAs) that are assisting their LEAs with the 2017-18 school year data submission on January 23, 2019. Participating SEAs and LEAs have been notified.

On the day of your assigned submission open date, all identified Superintendents, Primary Points of Contact and Alternate Points of Contact will receive an email containing their username and web link to verify their account and create a password in the CRDC submission system. We strongly encourage you to add the following Internet domain names to your trusted senders list as soon as possible. This will ensure that email correspondence are not categorized as spam.

@edlistservs.org

@aemcorp.com

Please take the following steps to add these email addresses to your trusted senders list. Contact your IT department for assistance in adding email addresses to your trusted senders list.

1. Select Actions from the toolbar at the top of the screen.
2. Select Junk E-mail.
3. Select Junk E-mail Options.
4. Click the Safe Sender tab.
5. Click Add.
6. Type in the email address you wish to add to your safe sender list.
7. Click OK.

Over the course of the data submission period, the CRDC Partner Support Center (PSC) will distribute emails on a regular basis from multiple electronic mailing lists. These messages will contain important information related to the data submission, including tips to help make the data submission process as easy as possible and keep you updated on your district's progress. The following documents are also available to help you prepare for the CRDC:

- * How to Create Additional User Accounts: <https://crdc.grads360.org/#communities/pdc/documents/7735>
- * Complete List of Data Elements for the 2017-18 Collection: <https://crdc.grads360.org/#communities/pdc/documents/17128>
- * Data Topics by Collection Timeframe: <https://crdc.grads360.org/#communities/pdc/documents/5240>
- * Screenshots of the Data Submission System: <https://crdc.grads360.org/#communities/pdc/documents/7210>
- * How to Organize Data Submissions: <https://crdc.grads360.org/#communities/pdc/documents/5592>
- * Data Collection Template, School Form (in MS Excel format): <https://crdc.grads360.org/#communities/pdc/documents/17576>
- * Data Collection Template, LEA Form (in MS Excel format): <https://crdc.grads360.org/#communities/pdc/documents/17574>

To access additional resources such as instructional videos, collection templates, technical assistance documents and data tips to assist in the submission of data, please visit the CRDC Resource Center at <https://crdc.grads360.org/>. If your school district has questions regarding this mandatory data collection, please contact the CRDC PSC. The CRDC PSC provides technical assistance to school districts on behalf of the U.S. Department of Education. The PSC is available for questions between 9:00 a.m. and 6:00 p.m. ET. When contacting the PSC, please have your 7 digit LEA identifier readily available.

Thank you,

CRDC Partner Support Center
Telephone: 855-255-6901
Fax: 888-329-3336
E-mail: crdc@aemcorp.com
CRDC Resource Center: <https://crdc.grads360.org>

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